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TO:		
ROOM NO. 2E45	BUILDING Headquarters	
REMARKS:		
<p>Alan:</p> <p>Sorry to be so late with this. It slid into a crack.</p> <p><i>[Signature]</i> RHW</p>		
FROM: C/Support Services Staff		
ROOM NO. 710	BUILDING Magazine	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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19 NOV 1970

MEMORANDUM FOR: Support Directorate Equal Employment  
Opportunity Officer

SUBJECT : Equal Employment Opportunity Program Report  
to the Civil Service Commission

REFERENCE : Memorandum from Support Directorate EEO to  
Chief, SSS dtd 8 October 1970, Same Subject  
(DD/S 70-4109)

1. Personnel management in the Support Services Staff differs from personnel management in the Support Offices because we do not have our own career service. Selection of people for assignment to this Staff essentially is controlled by the other Support career services although we do have the opportunity to review their files, occasionally interview them, and express an opinion about their suitability. Their advancement and future assignments are, for all practical purposes, beyond our control. Nevertheless, during the past three years we have sponsored seven or eight people in formal and on-the-job training programs which have resulted in their conversion and progression from clerical to professional ranks.

2. We have not assigned equal employment responsibilities to any particular individual. We only have  people on board and are required to reduce that to  by the end of the current fiscal year. Within the limits of our control, however, we are complying with the spirit and intent of the President's memorandum.

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3. We have not recruited any applicants from outside the Agency although we have reviewed applicant files and encouraged managers of the Career Training Program and other Support Career Services to bring particular applicants into the Agency. Our primary criteria for selecting people for assignment to the SIPS Project have been basic intelligence, interest, and motivation. Given those three factors we have sponsored people for extensive training in the information processing profession.

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4. Among the seven or eight people mentioned in paragraph 1 who have been given training which permitted them to advance from clerical to professional ranks there were two women and two members of minority groups. Everyone assigned to the Support Services Staff who has been here for more than a year has been sponsored for some training. Several of them are currently pursuing after hours academic programs.

5. Supervisors in the Support Services Staff are kept informed of the EEO Program by distributing to them all publications received in this Staff about the Program.



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Chief, Support Services Staff

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